

DISCUSSION DRAFT
(11/18/77)

Outline of
RESPONSIBILITIES AND OPPORTUNITIES

for
AGENCY REPRESENTATIVES
to
THE INTERAGENCY COMMITTEE ON FOREIGN AFFAIRS RESEARCH (IC/FAR)

and
SUMMARY OF PROCEDURES

Purpose:

This document, when adopted by the representatives of participating agencies in the IC/FAR, will serve as a statement of their cooperative activities and procedures for the coordination of foreign affairs research sponsored by the Federal Government. The principal objectives of coordination are to minimize duplication of effort; to facilitate joint funding and other arrangements for cooperative projects; to enhance the quality, utility and availability of research products; to provide an overview of the allocation of resources; and to avoid research activities that will have adverse effects on U.S. foreign relations.

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A. ADVANCE REVIEW OF SENSITIVE PROJECTS

1. Responsible for arranging State review and clearance of their agencies' proposed projects likely to arouse foreign sensitivities.

Agency Representatives should:

- a. Determine which projects their agencies propose to support require State review and clearance in accordance with section IV of the 11/18/77 Draft Revision of Policy and Procedures.
 - b. For projects requiring review and clearance, submit to INR/XR/RS (prior to contract or grant award) the information specified in section V.B. of the above-mentioned Draft Revision.
 - c. Inform project managers in their agencies of results of State review and clearance actions.
 - d. Utilize State channels to notify American Ambassadors in a timely fashion of arrival in country of researchers working on projects not submitted for review and clearance.*
 - e. Provide INR/XR/RS with information on Continuing Programs and General Purpose Grants as specified in section IV.C. of the above mentioned Draft Revision.
2. Opportunity to solicit State Department views in doubtful cases.

Agency Representatives may avail themselves of consultation with the INR/XR/RS staff in case of doubt concerning the sensitivity of an agency project.

*Applicable to domestic agencies only.

B. SHARING INFORMATION ON CURRENT PROJECTS

1. Responsible for contributing information on their agencies' newly initiated projects for Government-wide inventory of current projects.

Agency Representatives should:

- a. Ensure that information on each project supported by their agencies is submitted to INR/XR/RS within ten working days following the award of a contract or grant in accordance with Section VI.B. of the above mentioned Draft Revision.
- b. Work with the INR/XR/RS staff to assure that appropriate program managers and other officials in the various agencies receive copies of the Government-wide inventory of current projects.

2. Opportunity to maximize utility of available research funds by avoiding duplication of research already in progress and identifying possibilities for cooperative projects with other agencies.

- a. Agency program and project managers can realize these benefits by consulting the Government-wide inventory and should be encouraged to do so.
- b. In addition, agency representatives and program managers can use the inventory to answer Congressional and other inquiries concerning duplication of effort in this field.

C. SHARING PRODUCTS OF EXTERNAL RESEARCH PROJECTS

1. Responsible for depositing in INR's Foreign Affairs Research Documentation Center copies of studies and reports coming out of external foreign affairs research projects supported by their agencies through contract or grant arrangements.

Agency Representatives should:

- a. Ensure that three copies of all studies and reports delivered to the agency as products of its external research projects are sent to the Center in accordance with section VI.C. of the above mentioned Draft Revision.
 - b. Work with the INR/XR/RS staff to assure that appropriate program managers and other officials in the various agencies receive copies of the periodic and occasional lists of the Center's holdings.
2. Opportunity to enlarge the circle of users of agency research products and to benefit from findings and conclusions paid for by other agencies.

Agency Representatives and Program Managers can realize these benefits by:

- a. Depositing copies of completed studies as noted above.
- b. Scanning the periodic and occasional lists of Center holdings and requesting from the Center copies of pertinent studies.
- c. Consulting the INR/XR/RS staff on the feasibility of preparing special lists of Center holdings on topics of particular interest.

D. COOPERATIVE RESEARCH EFFORTS

1. Responsible for arranging from their agencies an appropriate response to suggestions made by others for cooperative efforts.

To the extent needed, Agency Representatives should act as "switching mechanisms" connecting research project officers in other agencies with counterparts in their own agencies when the former pose questions concerning:

- a. The possibility of the queried agency participating in joint funding or other cooperative action concerning a specific project being planned.
 - b. The interest of the queried agency in participating in a proposed ad hoc research coordinating sub-group to develop a coherent program of external research on some general subject or theme. (Such sub-groups currently exist for international economics, technology and development as it relates to the 1979 UN Conference, and international terrorism.)
2. Opportunity to suggest projects, subjects or themes on which their agencies are supporting external research and would welcome cooperative efforts with others.

Agency Representatives can avail themselves of these opportunities by:

- a. Putting their agencies' project or program managers directly in touch with the representatives of other agencies in the IC/FAR network.
- b. Calling upon the INR/XR Senior Program Managers (list on following page) for assistance with interagency contacts as well as for State reactions to cooperative efforts being suggested.

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